

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FEC-CI-003-09	
		募集締切日： Closing Date	22 Jun 09 1 st Cut-off: 11 May 09 2 nd Cut-off: 1 Jun 09	
		発行日： Date of Issue	21 Apr 09	
1.職種名 Job title (等級 Grade <u>7</u> / 語学等級 LAD <u>4</u>) <h3 style="text-align: center;">Engineer (General), #525</h3> <p style="text-align: center;">[技師職 (一般)]</p> <p style="text-align: center;">受諾可能な下位等級 Acceptable trainee level: 1-5</p> <div style="display: flex; justify-content: space-around;"> <div> <input checked="" type="checkbox"/> 事務系 Administrative </div> <div> <input type="checkbox"/> 技能系 Blue Collar Trade </div> <div> <input type="checkbox"/> 保安系 Security </div> <div> <input type="checkbox"/> 医療系 Medical </div> </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant	
2.部隊 Activity Naval Facilities Engineering Command Far East, Operations Capital Improvement BL Team A-E Design Division (OPCI2) 勤務場所 Working Place: 横須賀市泊町		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)		
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Mon-Fri 勤務時間 Work Hours/Recess Period: 08:00-16:45 休憩 Recess Period: 12:00-12:45 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel				
6.職務内容 Duties <p style="text-align: center;">See attached for detailed duties.</p>				
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work. If applicant does not have such specialized work experience, possession of Doctorate degree in accredited graduate school in a related field may qualify him/her at 1-7 level. b. Must be a college or university graduate with specialized education in architectural, mechanical, electrical, civil and structural engineering fields, or possess an official engineering license in a related field. c. Knowledge of professional engineering concepts, principles, methods and practices in interdisciplinary fields of architectural, mechanical, electrical, civil or structural engineering. d. Skill in operating Computer Aided Design (CAD) software. e. Skill in operating personal computer applications such as Microsoft Word and Excel. f. Ability to conduct engineering studies to meet customers' requirements and complete design packages. g. Ability to prepare contractual specifications for design-build projects. h. Ability to discuss, coordinate, and develop designs or studies effectively with staffs within and outside of office. *An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as below: Note: Qualification stated in b. for 1-7 level is also required at 1-6 and 1-5 levels. 1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized experience, possession of Master's degree in a related field may qualify him/her at 1-6 level. 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such specialized experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional				
学歴 Educational Background : See blocks 7 & 8		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8		

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 大学卒業証明書又は卒業証書の写し(建築、機械、電気、土木、構造等)又は関連分野における公 的な免許状の写し Copy of certificate of educational background in architectural, mechanical, electrical, civil), OR official engineering license in the related field. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy		
9. 応募書類提出先 Office to Submit 内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵 送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0 6 0 0 時より、午後 0 6 0 0 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.): （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効と なりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible. 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132) 2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.		
10. 事務処理欄 For Official Use		
募集部隊担当者 Activity POC : MS2.3		軍電 (DSN) 243-6198/7275
PD No.:FEC-OPCI2-003	PD is accurate and current. Certified by Activity: ao	HRO: (rcvd: 4/17) jt 4/17

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.

Engineer (General), MLC 1-7
Task List

1. As a junior Project Design Engineer (PDE) completes design packages, for construction award by a Contracting Agency, or engineering studies which meet Customers' requirements through the hiring of an Architect-Engineer (A-E) consultant. Prepares contractual scopes of work and government estimates, serves on pre-selection, selection, and fee negotiation boards either as a member, recorder, or chairperson and maintains liaison between customer, program manager, contracting officer, and A-E consultant. Reviews checks and provides direction to A-Es on design submittals for conformance to design manuals, criteria, codes, guidance, and good engineering practice. Coordinates the review of other engineering disciplines on the designs or studies with other architect/engineer branches within the division. Prepares all necessary correspondence and works in close liaison with contract division personnel, program managers, and customers in the coordination of A-E contracts and serves as the Contracting Officer's Technical Representative (COTR). Verifies full contractual completion of engineering design or study and evaluates A-E performance. Prepares contractual specifications for design-build projects. Above duties performed in conjunction with training wherein the incumbent is becoming familiar with the various laws and regulations pertaining to A-E contracting and the various tasks and documentation required to conform with this guidance. The incumbent works under the direct supervision of a senior PDE or the A-E design division supervisor. (80%)
2. Provides consultation for engineering matters to personnel from Staff Civil Engineers (SCE), Activity Civil Engineers (ACE), various Customers, other NAVFAC FE departments, and other engineers within the NAVFAC FE Capitol Improvements Department. Performs field investigations with customers in determining scope of work for preparation of planning documentation for special projects. Investigates and resolves problems; performs studies and recommends engineering solutions to correct deficiencies or to meet new requirements; prepares engineering reports, cost estimates, analysis and justification data. Coordinates post construction award services (PCAS) between A-E consultant, the construction contractor, and the ROICC offices for reviews and evaluations of construction contractor's submittals. (15%)
3. Performs other related or incidental duties as assigned. (5%)